NIH National Library of Medicine

Information needed for Submitting an Application in the MEDLINE Publisher Portal

The following information is required in the application, unless the field is indicated as optional.

Contact Information
- Name and email address of person submitting and/or monitoring the application

Journal Information
- Title
- Sponsoring organization name (optional)
  - Sponsor (optional)
  - Sponsoring organization URL (optional)
- Country/Territory
- Publication frequency
- Publication start year
- Estimated number of peer-reviewed articles per year
- Percentage of unsolicited manuscripts
- Acceptance rate of unsolicited manuscripts in last 12 months
- Percentage of research articles published in last 12 months
- Percentage of review articles published in last 12 months
- Percentage of case reports published in last 12 months
- Percentage of other types of articles published in last 12 months
- Average number of days from author submission of manuscript to publication of article
- In what format is the journal published?
  - Electronic-only, Print-only, Print & Electronic
- ISSN (print) and/or ISSN (electronic)
- Is the entire journal Open Access?

Language Information
- Are all articles published fully in English?
- If no, what other language(s)?
- If not all articles are published in English, can all article titles and abstracts be provided in English?

Journal Details and Policies
- Journal website (URL)
- Aims and scope (URL)
- Names and Affiliations of the Editorial Board (URL)
- Editorial policies (URL)
- Peer Review Process (URL)
- Policies on Conflict of Interest, Human and Animal rights, and Informed Consent (URL)
- Data sharing policy (URL)
- Provide any additional information about the journal (optional)

General Publisher Information

- Organization Address
- Publisher website (URL)
- Business Structure
- Names and titles of organization owner (if applicable) and executives
- Parent or related companies, and/or subsidiary organizations associated with the organization (include the names, URLs and relationship to applicant)

Editorial Management

- A description of the process by which editors are selected for journal(s).
- Management team members
  - Name and title
  - Responsibilities
  - Prior experience in scientific publishing
  - Membership in professional associations

Publisher Policies

- Editorial policies (URL)
- Peer review policy (URL)
- Advertising policy (URL)
- Research ethics policy (URL)
- Informed consent policy (URL)
- The process for handling cases requiring corrections, retractions, and editorial expressions of concern (URL)